



# CPSC203 – Introduction to Problem Solving and Using Application Software

Fall 2009

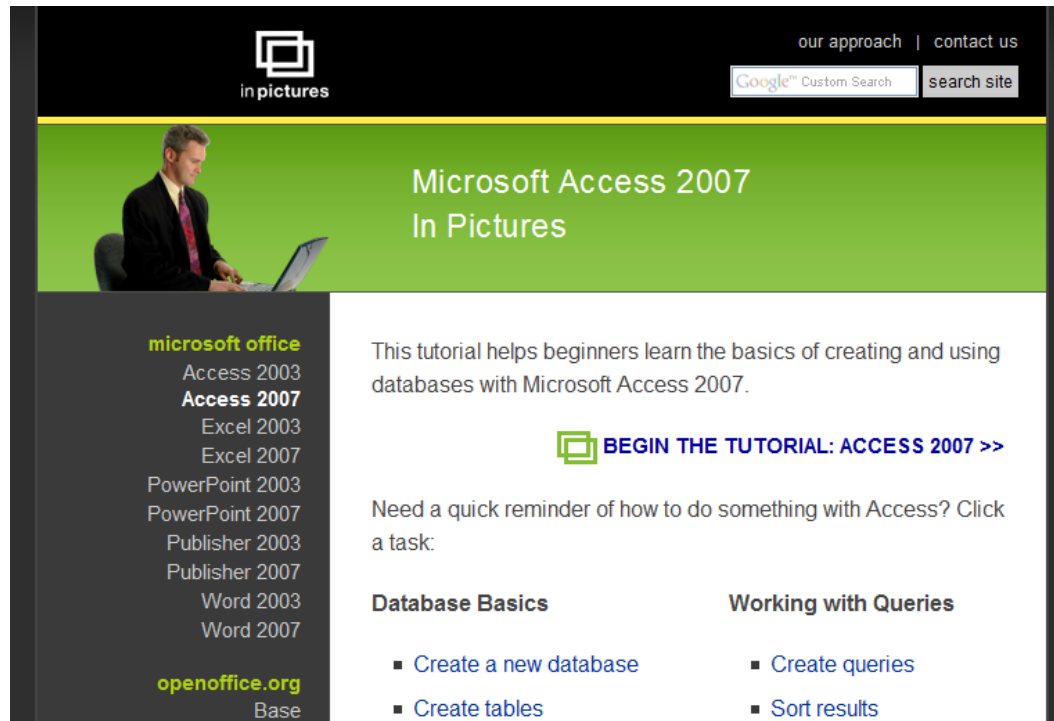
Tutorial 25, Mehrdad Nurolahzade

# Introduction

- Create a new database
- Create a table
- Create a record in a table
- Create a form with Form Wizard
- Create a query with Simple Query Wizard
- Create a report with Report Wizard

# Microsoft Access 2007 in Pictures

<http://inpics.net/access07.html>



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**Microsoft Access 2007  
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This tutorial helps beginners learn the basics of creating and using databases with Microsoft Access 2007.

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Need a quick reminder of how to do something with Access? Click a task:

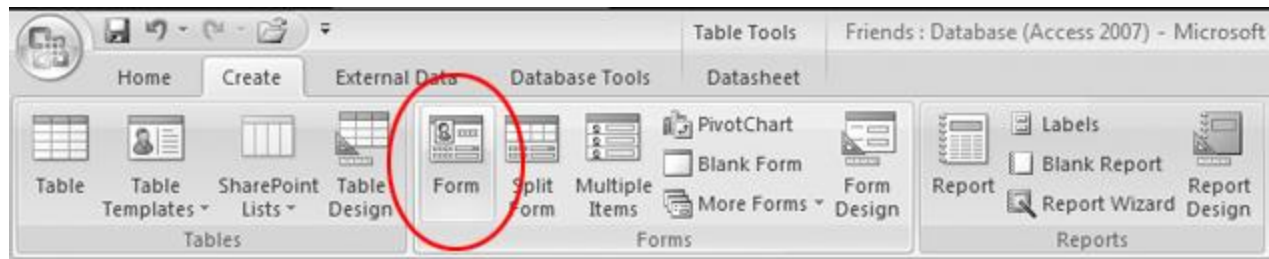
| Database Basics   | Working with Queries  |
|---|---|
| <ul style="list-style-type: none"><li>Create a new database</li><li>Create tables</li></ul> | <ul style="list-style-type: none"><li>Create queries</li><li>Sort results</li></ul> |

**microsoft office**  
Access 2003  
**Access 2007**  
Excel 2003  
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Publisher 2003  
Publisher 2007  
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Base

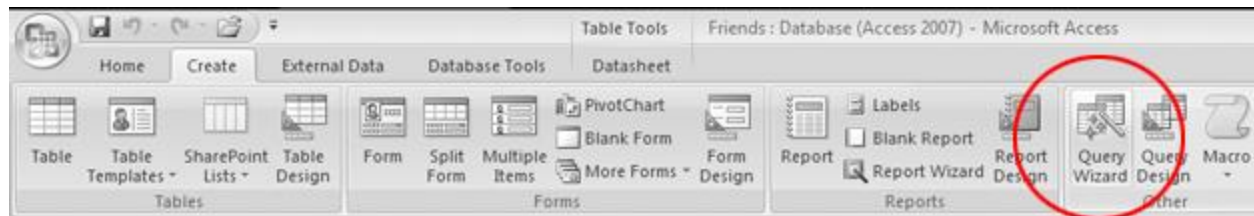
# Creating Forms

- Forms are the interface to tables that allow you to create, retrieve, modify and delete information.



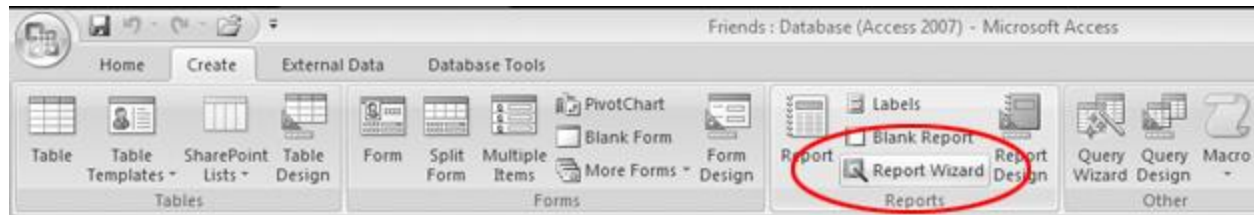
# Creating Queries

- Queries are a way to retrieve specific information from a database.
- You can think of queries as asking the database questions about the data, for example
  - How many of my customers live in Alberta?
  - Which products sold well this month and what was their quantity and price?



# Creating Reports

- Reports are a way to present information in a professional manner that is easy to read and understand.



# Northwind 2007

1. Choose *Northwind 2007* from online samples
2. Select destination folder
3. Click Download

